

# Schools and Libraries (E-Rate) Program FCC Form 486 Submission Guide (Funding Year 2016 and Forward)

May 2025



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FCC Form 486 Overview	3
When to File	3
How to File FCC Form	4
Start the FCC Form 486 Filing Process	.4
Sections to Complete to file an FCC Form 486	.4
Provide General Information	.5
Select the FRN(s)	.6
Include the service start dates (SSD)(s) for your FRN(s)	.7
Make Certifications Including CIPA Compliance Status	.8
Review the "Preview" Page Before Filing1	LO
After Filing Your FCC Form 4861	.1
FCC Form 486 Decisions	.1



## FCC Form 486 Overview

This guide shows users how to file the Receipt of Service Confirmation and Children's Internet Protection Act (CIPA) Certification Form (FCC Form 486) in the E-Rate Productivity Center (EPC). Applicants file FCC Form 486 to certify the billed entity's status of compliance with CIPA and to notify USAC of the services start date for all funding request numbers (FRNs) listed on the form. The FCC Form 486 can be filed for multiple FRNs on one or more E-Rate applications (FCC Forms 471).

CIPA mandates that, as an applicant, you must certify that your school or library enforces an Internet safety policy that includes a technology protection measure that protects against obscene content, child pornography, and harmful material for minors under the age of 17. You must also give public notice and hold at least one public hearing or meeting on your proposed technology protection measures and Internet safety policies. For private schools, public notice means notifying the appropriate constituent group. Additional meetings are only required if mandated by state or local rules.

When completing the FCC Form 486, the <u>administrative authority</u> will certify that their school or library is either CIPA compliant, in the process of becoming CIPA compliant, or that your FRN does not include services that require compliance to CIPA. Please visit the E-Rate <u>FCC Form 486</u> and <u>CIPA</u> web pages for more details.

# When to File

Applicants can file FCC Form 486 only after receiving a positive Funding Commitment Decision Letter (FCDL) from USAC for their FRN(s). The filing deadline for FCC Form 486 is 120 days after either the FCDL date or the FRN's service start date (SSD), whichever is later. Applicants in receipt of an FCDL, with confirmation that services will start in July of the coming funding year, may file early, i.e., before the FRN's service start date if they meet certain conditions.

Applicants who miss the FCC Form 486 certification deadline will receive a single urgent reminder through the EPC **News** Feed. Upon receipt of this FCC Form 486 Urgent Reminder Letter, you have 15 days to file your FCC Form 486. If you miss the FCC Form 486 deadline, USAC will adjust your SSD to 120 days before the filing date, which may reduce your funding commitment.





#### Start the FCC Form 486 Filing Process

1) Access the form by clicking **FCC Form 486** in the top-right of your EPC Applicant Landing Page.

Uni Adr	nt Landing Page versal Service ninistrative Co.	Form 500   SPIN Chang	nt   FCC Form 470   FCC Form 471   <mark>FCC Form 486  </mark> Appeal   IDD Extension   FCC ge   Service Substitution   Manage Users   Manage Organizations   EPC E-Rate lite   Contact Us   Help
Туре	Select a Type	Application/Request	Enter an Application/Request ID or Nickname
Funding Year	Select a Funding Year 👻		
Pending COMAD Inquiries	are not included.		APPLY FILTERS CLEAR FILTERS

#### Sections to Complete to file an FCC Form 486

When filing FCC Form 486, provide and review information in the following 5 sections of the online form:

Create FCC Form	า 486			
General Information	Select FRNs	Detailed Info	Certification	Preview

- **General Information**: Include the FCC Form 486 nickname, select the relevant funding year (FY) of the FRN(s), and enter the Main Contact Person for your entity.
- **Select FRNs**: Associate the appropriate FRN(s) with this FCC Form 486.
- **Detailed Info**: Enter the SSD(s) for your FRN(s).
- **Certification**: Make certifications regarding your school, library, or consortium's status of compliance with the CIPA requirements
- **Preview**: Review the information you included before filing your FCC Form 486.



#### **Provide General Information**

- 1) Review that the "Submitting Organizations Details" section and confirm the information is correct.
- 2) Provide information in the following fields under "FCC Form 486 Details":
  - a. Nickname: Enter the FCC Form 486 nickname.
  - b. Funding Year: Select the relevant Funding Year of the FRN(s) you wish to include.
- 3) In the "Contact Information" section, enter the Main Contact Person for your entity. Begin typing the contact's name or email address and their information will appear in a dropdown menu for you to select.
- 4) In the bottom-right corner, click **Continue** to move forward to the "Select FRNs" page.

General Information	Select FRNs	Detailed Info	Certification	Preview
Submitting Organizati	on Details	~		
ABC 123 School		BEN: 1234	]	
111 ABC Way		FCC Registration	Number: 123456789	
Washington DC				
111-111-1111				
FCC Form 486 Details				
FCC Form 486 Details		Funding Year		
FCC Form 486 Details		Funding Year		
FCC Form 486 Details		Funding Year '		
FCC Form 486 Details Nickname*		Funding Year		
FCC Form 486 Details Nickname * Contact Information		Funding Year		



#### Select the FRN(s)

1) First on the "Select FRNs" page, check the box(es) next to the FRN(s) in the "Filters" section that you wish to associate with your FCC Form 486. After checking the box(es), click **Add FRNs** in the bottom-right to include the FRN(s) on your form.

	Select FRNs Detailed Info	Certification	Preview
ubmitting Organization Details ABC 123 School	BEN 1	234	
111 ABC Way		ration Number: 123456789	
Washington DC			
ilters			
oplication Number	Category		
Enter entire FCC Form 471 Application Number	Select Fi	ilter by Application Category of Service	2
Enter entire Funding Request Number	Funded	5	-0
ADD ALL (8) FRNS			CLEAR SEARCH FILTERS SEARCH
FRN	FRN Nickname	Category of Service	FRN Status
111111111 123456789	FRN Nickname	Category 2	Funded
	FRN Nickname	Category 2	Funded
111111111 123456789	FRN Nickhame	coregory 2	
11111111         123456789           111111111         123456789		Category 2	Funded
	FRN Nickname		Funded
111111111 123456789	FRN Nickname FRN Nickname	Category 2	
111111111         123456789           111111111         123456789           111111111         123456789	FRN Nickname FRN Nickname FRN Nickname	Category 2 Category 2	Funded
11111111         123456789           111111111         123456789           111111111         123456789           111111111         123456789	FRN Nickname FRN Nickname FRN Nickname FRN Nickname	Category 2 Category 2 Category 2	Funded Funded
1111111         123456789           11111111         123456789           111111111         123456789           111111111         123456789           111111111         123456789	FRN Nickname FRN Nickname FRN Nickname FRN Nickname FRN Nickname	Category 2 Category 2 Category 2 Category 2 Category 2	Funded Funded Funded
1111111         123456789           11111111         123456789           111111111         123456789           111111111         123456789           111111111         123456789           111111111         123456789           111111111         123456789	FRN Nickname FRN Nickname FRN Nickname FRN Nickname FRN Nickname	Category 2 Category 2 Category 2 Category 2 Category 2 Category 2	Funded Funded Funded Funded
1111111         123456789           11111111         123456789           111111111         123456789           111111111         123456789           111111111         123456789           111111111         123456789           111111111         123456789	FRN Nickname FRN Nickname FRN Nickname FRN Nickname FRN Nickname	Category 2 Category 2 Category 2 Category 2 Category 2 Category 2	Funded Funded Funded Funded Funded

2) After you associate the FRN(s) with your FCC Form 486, the "Selected FRNs" grid displays the FRN(s) you included. Click **Continue** to move forward to the "Detailed Info" page.

FRN	1 Application Number	FRN Nickname	Category of Service	FRN Status
111111111	123456789	FRN Nickname	Category 2	Funded
				REMOVE (0) FRN:

#### Include the service start dates (SSD)(s) for your FRN(s)

- On the "Detailed Info" page in the "Service Information" section, review the "Actual Service Start Date" column to determine whether this needs to be changed (e.g., your services started on a date after the beginning of the funding year) or whether you would like to keep the SSD that you were approved for on the relevant FCC Form 471. Remember that you will not be reimbursed for services provided before the SSD that is certified on the FCC Form 486.
- 2) To change the SSD(s) of your FRN(s) on the FCC Form 486:
  - a. Check the box(es) next to one or more FRN(s),
  - b. Enter your requested, "actual" SSD(s) in the field under the "Actual Service Start Date for the Selected FRN(s)" text,
  - c. Click **Update Selected FRNs Start Date** to include your requested, actual SSD(s) on the "Detailed Info" page, and
  - d. Confirm that the value under the "Actual Service Start Date" column reflects your actual SSD.
- 3) In this example the applicant did not request an SSD change. In the bottom-right corner, click **Continue** to move forward to the "Certification" page.

Gener	al Inwitmation	Select FRNs	Det	ailed Info	Certification	Preview
Billed Enti	ty Information					
ABC 123 Sc	hool			Billed Entity Number: 1234		
111 ABC Way				FCC Registration Number: 123	456789	
Washington D	C			Applicant Type: School		
111-111-1111						
o update from tł	e grid below. You may select mul e Service Start Date in the below grid Application Number	tiple FRNs.	SPIN	ning. Although it is uncommon, you m	Service Start Date	Actual Service Start Date
1111111	11 123456789	FRN Nickname	143001453	Chickamauga Telephone Corporatio	on 7/1/2024	7/1/2024
mm/dd/yyyyy	tart Date for the Selected FRN(s 前 IED FRNS START DATE					
CANCEL BAG						CONTINUE



#### Make Certifications Including CIPA Compliance Status

1) On the first "Certification" page, check the Early Filing and CIPA Waiver box(es) to the left of the certification statement(s) ONLY if they apply to your school or library. Click **Continue** to proceed to the next certification page.

General Information	Select FRNs	Detailed Info	Certification	Preview
illed Entity Information	6			
ABC 123 School		Billed Entity Numbe	r: 1234	
11 ABC Way		FCC Registration Nu	mber: 123456789	
Washington DC		Applicant Type: Sch	lool	
11-111-1111				
The Funding Requests listed in this FCC Fo	orm 486 have been approved by USAC as	shown in my Funding Commitment Decisio	n Letter (FCDL). I have confirmed with the	service provider(s) featured in those
The Funding Requests listed in this FCC For Funding Requests that these services will	orm 486 have been approved by USAC as	shown in my Funding Commitment Decisio	n Letter (FCDL). I have confirmed with the	service provider(s) featured in those
Funding Requests that these services will IPA Waiver	orm 486 have been approved by USAC as start on or before July 31 of the Funding	shown in my Funding Commitment Decisio		
The Funding Requests listed in this FCC For Funding Requests that these services will IPA Waiver ECK THE BOX BELOW IF YOU ARE REQUINISTRATIVE AUTHORITY.	orm 486 have been approved by USAC as start on or before July 31 of the Funding ESTING A WAIVER OF CIPA REQUIREMEN	shown in my Funding Commitment Decisio Year. NTS FOR THE SECOND FUNDING YEAR IN V	WHICH YOU HAVE APPLIED FOR DISCOUN	NTS IF YOU AS THE BILLED ENTITY ARE TH
The Funding Requests listed in this FCC FC Funding Requests that these services will IPA Waiver IECK THE BOX BELOW IF YOU ARE REQUININISTRATIVE AUTHORITY. I am providing notification that, as of the because my state or local procurement r	orm 486 have been approved by USAC as start on or before July 31 of the Funding ESTING A WAIVER OF CIPA REQUIREMEN date of the start of discounted services, I les or regulations or competitive bidding	shown in my Funding Commitment Decisio Year.	<b>WHICH YOU HAVE APPLIED FOR DISCOUN</b> ed by the Children's Internet Protection Ac rtification(s) otherwise required. I certify th	<b>ITS IF YOU AS THE BILLED ENTITY ARE TH</b> t, as codified at 47 U.S.C. § 254(h) and (l), hat the schools or libraries represented in
The Funding Requests listed in this FCC For Funding Requests that these services will IPA Waiver ECK THE BOX BELOW IF YOU ARE REQUININISTRATIVE AUTHORITY. I am providing notification that, as of the because my state or local procurement tr	orm 486 have been approved by USAC as start on or before July 31 of the Funding ESTING A WAIVER OF CIPA REQUIREMEN date of the start of discounted services, I les or regulations or competitive bidding	shown in my Funding Commitment Decisio Year. <b>NTS FOR THE SECOND FUNDING YEAR IN V</b> am unable to make the certifications requir requirements prevent the making of the ce	<b>WHICH YOU HAVE APPLIED FOR DISCOUN</b> ed by the Children's Internet Protection Ac rtification(s) otherwise required. I certify th	<b>ITS IF YOU AS THE BILLED ENTITY ARE TH</b> t, as codified at 47 U.S.C. § 254(h) and (l), hat the schools or libraries represented in

2) On the second "Certification" page, click the CIPA certification that corresponds to your school or library for the funding year in question.



3) After making your certifications on this page, in the bottom-right corner, click **Preview** to move forward to the "Preview" page.

FCC Form 486				
General Information	Select FRNs	Detailed Info	Certification	Preview
Billed Entity Information ABC 123 School 111 ABC Way Washington DC 111-111-1111	J.	Billed Entity Number: FCC Registration Num Applicant Type: Schoo	nber: 1 123456789	
Certifications  I certify that the services listed on this FCC For there are signed contracts covering all of the s of service confirmation on behalf of the above true.  I understand that the discount level used for s appropriate share of benefits from those serv at the time of this certification) after the latter and, if audited, will make such records availab	services listed on this FCC Form 486 -named Billed Entity; that I have exa- shared services is conditional, for fut ices. I recognize that I may be audite of the last day of the applicable fun	except for those services provided under tarif mined this request; and that, to the best of m ure years, upon ensuring that the most disady d pursuant to this application and will retain f	If or on a month-to-month basis. I certify the y knowledge, information, and belief, all s vantaged schools and libraries that are tre for at least ten years (or whatever retention	hat I am authorized to submit this receipt statements of fact contained herein are eated as sharing in the services receive an on period is required by the rules in effect
CIPA Certifications				
I certify that as of the date of the start of disc I certify that as of the date of the start of disco Children's Internet Protection Act, as codified	ounted services: a. the recipient(s) of	service represented in the Funding Request N	Number(s) on this FCC Form 486 has (have	e) complied with the requirements of the
<ul> <li>I certify that as of the date of the start of disco Request Number(s) on this Form 486: (FOR SC to comply with the requirements of CIPA for the start of the star</li></ul>	ounted services: Pursuant to the Chil HOOLS and FOR LIBRARIES IN THE F	IRST FUNDING YEAR FOR PURPOSES OF CIPA)	is (are) undertaking such actions, includin	
<ul> <li>I certify that as of the date of the start of disco Form 486 is (are) receiving discount services of</li> </ul>			e recipient(s) of service represented in the	Funding Request Number(s) on this FCC
CANCEL BACK				PREVIEW



#### Review the "Preview" Page Before Filing

1) On the FCC Form 486 "Preview" page, review the information you provided on the previous pages. After confirming this information is correct, click **Certify** in the bottom-right corner to move forward.

FCC For	m 486					
Gener	al Information	Select FRNs	Det	ailed Info	Certification	Preview
Form Deta	ils					
Nickn	ame Test			Funding Year 2024		
Billed Entit	y Information	2				
ABC 123 S				Billed Entity Number: 123	·	
111 ABC V					3456789	
Washin				Applicant Type: School		
111-111-1	111					
∽Main Con	tact					
	ame Full_17037962 User			Email test full170	37962@usac.org	
Phone Nur				cindin (cos_form)	57 502@030C.01g	
Service Inf	ormation					
FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date
111111111	123456789	FRN Nickname	143002602	Pioneer Telephone Company	7/1/2024	7/1/2024
Certificatio	ons					
there are signe	d contracts covering all of the ser	vices listed on this FCC Form 486 ex	cept for those sen	led to all or some of the eligible entities vices provided under tariff or on a mont and that, to the best of my knowledge, i	h-to-month basis. I certify that	I am authorized to submit this receipt
appropriate sh at the time of t	are of benefits from those service	s. I recognize that I may be audited the last day of the applicable fundi	pursuant to this a	uring that the most disadvantaged schoo pplication and will retain for at least ten rice delivery deadline for the funding rec	years (or whatever retention p	eriod is required by the rules in effect
I certify that as	of the date of the start of discour	ted services: a. the recipient(s) of se	ervice represented	I in the Funding Request Number(s) on t	his FCC Form 486 has (have) co	omplied with the requirements of the
Children's Inte	rnet Protection Act, as codified at	47 U.S.C. § 254(h) and (l).				
CANCEL BAG	ск					PRINT PREVIEW CERTIFY

2) To submit FCC Form 486, you must provide a response to the following:

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

Clicking "No" returns to the "Preview" page. Clicking "Yes" will file your FCC Form 486.



tity featured, and have this form, click "Yes"
YES
tity Number: 1234
stration Number 1234567890

### After Filing Your FCC Form 486

After filing, you may click the blue hyperlink shown in the screenshot to view your FCC Form 486 request in EPC.

Certifier In	formation
You have successf	ully filed FCC Form 486 #336781 for FY 2025
Click here to view	and print the FCC Form 486
Certification	Date
6/15/2024 8:15 PM EDT	
Authorized Pe	rson
Name	Internal user
Title	internal
Employer	
Address	111 ABC Way Washington DC
Phone	111-111-1111
Email	internaluser@usac.org

#### FCC Form 486 Decisions

For FY2016 and forward, USAC issues you and your service provider an FCC Form 486 Notification Letter after your FCC Form 486 is processed. You can access your FCC Form 486 Notification Letter in your EPC **News** Feed.

On your Notification Letter, the FRN(s) on your FCC Form 486 may receive one of the following decisions:

- **Approved**: USAC accepts the CIPA certifications and service start dates represented on the FCC Form 486.
- **Partially Approved**: Some items on the FCC Form 486 were modified or not accepted. Review the FCC Form 486 Notification Letter in detail to view the specific decision and modification



for each FRN. For example, the CIPA certification for an FRN was accepted while the new SSD submitted on the form was rejected; or the CIPA certification and service start date for one or more FRN was accepted as submitted while the service start date for another FRN was modified by USAC due to untimely filing.

- **Canceled**: You requested to cancel your FCC Form 486, and this request was approved.
- **Denied**: Applicant is in violation of CIPA requirements.

You may appeal the decision on your FCC Form 486 by first filing an appeal with USAC before appealing to the FCC. If USAC denies your appeal, you may then appeal to the FCC.